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**Basic Facts About the Selective  
Depository Programme**

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# BASIC FACTS ABOUT THE SELECTIVE DEPOSITORY PROGRAMME

**Objective** To make Canadian Government Publications easily accessible to the general public and to insure their continued availability in the future.

**How to become a selective depository** Should a canadian public library or educational institution above the secondary school level wish to become a depository library for the Canadian Government Publications, they may send their application to the address mentioned below. They will then be sent several documents to complete and return. The request will be studied and the institution will be informed promptly of the decision.

Depository Services,  
Canadian Government Publishing Centre,  
Supply and Services Canada,  
Hull, Québec  
K1A 0S9

**Criteria for Canadian public libraries and educational institutions**

- 1 Open to general public or clientele at least twenty hours per week.
- 2 one full time employee.
- 3 A 2,000 population in the town or city (only applies to public libraries)
- or
- B 1,500 population-full and part-time students and teaching staff (only applies to universities or colleges that are part of a larger university community)
- or
- C 1,000 population-full and part-time students and teaching staff (only applies to community colleges)

**What the depository is entitled to receive** On request, one free copy of each priced or free publication that appears on the Weekly Checklist of Canadian Government Publications.

**Responsibilities of the selective depositories**

- 1 The basis for selection is the weekly Checklist. The complete list must be returned within 40 working days (8 weeks) from the date of issue, should the library wish to order a monograph (one dot item)
- 2 Requests for serials (two dot items) must be made on official letterhead, should they have not been selected on the Consolidated List of Serials.



- 3 The depositories are asked to select only the titles that are best suited to the needs of their clientele.
- 4 The publications received must be processed and made accessible to the general public or their clientele within a very short time.
- 5 A missing requested monograph or a missing issue of a requested serial must be claimed within the forty working days from the date of release.
- 6 As a general rule, all monographs and serials must be maintained in the library as a permanent collection. However, there are several exceptions:
  - A. Statistics Canada serials must be kept at least 10 years.
  - B. Pages from loose-leaf publications may be disposed of as soon as they are replaced by new ones.
  - C. Parliamentary publications may be disposed of as follows:
    - 1 Debates of the House of Commons and Senate after bound volumes are received.
    - 2 Bills of the House of Commons and Senate after they have been enacted into law.
    - 3 All other Parliamentary Publications may be disposed of one year after the prorogation of the session

Responsibilities of  
Canadian Government  
Publishing Centre

- 1 To make sure that the depositories receive promptly the requested federal public documents.
- 2 To inform the depositories, should there be a change in policy.

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